

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services. CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION					Agency Number
Part 1 - Items 1 through 12 to be completed by department head or personnel office.					450
1. Agency Name Kansas Lottery		9. Position No. K0224802	10. Budget Program Number		
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Marketing Associate- Administrative Specialist FLSA: Non-Exempt – Unclassified Regular			
3. Division Marketing		12. Proposed Class Title			
4. Section	For Use By Personnel Office	13. Allocation		Position Number K0224802	
5. Unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time XX Perm. 100% Inter. Part time Temp.		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:				
PART II - To be completed by department head, personnel office or supervisor of the position.					
18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.					
19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)					
Name		Title		Position Number	
Crystal Romanchek		Deputy Director of Marketing		K0231477	
Who evaluates the work of an incumbent in this position?					
Name		Title		Position Number	
Crystal Romanchek		Deputy Director of Marketing		K0231477	
20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.					
Receives general supervision in the performance of assigned work and is expected to perform within guidelines established by the agency. Instructions are given verbally or in writing and incumbent is expected to carry out assignments independently.					

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:) **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each
Task and Indicate
Percent of Time

E = designates essential duties of the position
M = designates marginal duties of the position

1. 30% E

Department Files and Records: Establishes and maintains department files to keep records of marketing activities and to keep information organized and easy to access. Reconciles and maintains records of invoices, correspondence, contracts, promotional activities, purchase requests, advertisements placed, meeting minutes and related documents. Maintains confidentiality of sensitive materials for the Deputy Director of Marketing. Responsible for posting current POS for staff and public display boards.

2. 30 % E

Administrative Marketing Support Services: Performs support duties for the marketing department. Maintains Marketing division daily schedules; receives/screens incoming calls and provides information regarding marketing activities, promotions, Play-On and lottery operations. Assists in preparing special reports which requires use of the Microsoft Office suite as well as advertising and marketing materials. Assists with development of promotion booklet. Create LIMS schedule based on upcoming info memos. Update and maintain promotional calendar within Outlook for future planning. Create content for Ticket Messages and Radio Traffic. Tracks and processes claim forms from second chance drawings. Maintains office supplies and orders equipment and material for Marketing division. Assists with tracking, organizing, maintaining instant game papers, contracts, art and files. Assist with developing promo codes for lottery vault party. Assists on player's loyalty program content specs, issues and fulfillment. Serve as back up to the Sales Support Coordinator.

3. 30% E

Special Projects: Works on special projects including, but not limited to: assist and work at special events; promotion booklet; vault party fulfillment, organize and track all sponsorship event tickets, coordinating with sales staff; track and coordinate merchandise prizes; prepare signage. Works with Events team in the planning, preparation, and execution of special events. This may include organizing supplies, trailers, vehicles, and promotional items, such work may require working events that are on weekends and evenings. Other duties may require the ability to drive a full size vehicle with sales trailer in tow, packing and unpacking promotional items, equipment, other marketing related items, transport, set-up and tear-down of same. Maintains and updates Marketing department's information in accordance with established guidelines. Compiles data for administrative decisions as requested. Prepares monthly messages for lottery tickets in a timely manner. Creates or updates reports. Performs special assignments, research, and report preparation. Assists in social media contesting and prize fulfillment. Assists with tracking, preparation and processing of prior authorizations and ensuring that prior authorizations are completed in a timely manner. On occasion, will be asked to develop web pages.

4. 10% E

Other Duties: Performs other duties as assigned or requested. Participate in agency and department meetings and training.

-
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

NA

23. Which statement best describes the results of error in action or decision of this employee?

- (**XX**) Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Errors or misinformation can cause inefficiency and misunderstanding.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with agency employees and administrators, general public, media and other agencies. Contact is primarily by telephone and in person. Purpose of contact is to advise on work, resolve problems, clarify, give and receive information, and answer questions.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Standard office environment. Some travel throughout the State of Kansas, working weekends, holidays and evenings during special promotions or events. Outdoor events result in exposure to all types of climatic conditions. May be required to stand for extended periods of time at an event. Frequent physical activity required, lifting, moving, loading and unloading, setting up equipment, promotional materials and prizes. Weight limit varies; averages 25 pounds. Position involves possession and transportation of equipment and assorted merchandise.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Standard Office Equipment - daily

Calculator – daily

Fax, copier, scanner – daily

Lottery Terminals and Equipment - frequently

PC and related software – daily

State Car – frequently

Telephone, multi-line console – daily

Trailer

Marketing Related Equipment

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.
Education - General

High School diploma or equivalent required.

Education or Training - Special or professional

License, certificates and registrations

Valid State of Kansas Driver's License upon hire and throughout employment.

Special knowledge, skills and abilities

Proficient computer skills and experience with Microsoft Suite, including and not limited to Word and Excel required.

Excellent communication skills, both written and oral required.

Verbal and written fluency in English required.

Organizational skills required.

Ability to interact with wide variety of people required.

Ability to multi-task and take directions from a variety of people required.

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must pass a security background clearance prior to hire and is subject to periodic updates.

Subject to tax clearance upon hire and is subject to periodic updates.

Employees of the Kansas Lottery and designated family and household members are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-8701 et seq., and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.

Must complete I-9 Form upon hire and update and/or re-verify as required.

Must be able to lift and transport varying weights - up to an average of 50 lbs.

Long periods of standing, and working in variety of weather conditions.

Read and follow directions.

By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date